

SENIOR PSYCHIATRIC TECHNICIAN (SAFETY)
Final Filing Date: Continuous



OPEN

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL FOR:
DEPARTMENT OF CORRECTIONS AND REHABILITATION

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below and who have not previously tested with the Department of Corrections and Rehabilitation (CDCR) during this testing period. CDCR testing periods for this examination are **January – June** and **July – December**. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit an Examination Application (Std. Form 678) and a Supplemental Application for Senior Psychiatric Technician (Safety) to:

By mail with:	or	In person with:
Department of Corrections and Rehabilitation		Department of Corrections and Rehabilitation
Selection Services Section		Selection Services Section
P.O. Box 942883		1515 “S” Street, Room 522-N
Sacramento, CA 94283-0001		Sacramento, CA 95811
(916) 322-2545		(916) 322-2545

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above for the Selection Services Section.

The Supplemental Application for Senior Psychiatric Technician (Safety) can be downloaded from State Personnel Board’s website at www.spb.ca.gov or CDCR’s website at www.cdcr.ca.gov, or a copy may be obtained by calling or going to either the address above or one of the institutional personnel offices.

NOTE: Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS Applications will be accepted on a continuous basis. All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her application.

SALARY RANGE(S) **As of September 1, 2007**
Salary for Adult Institutions (except the 3rd Day Visiting Program), Division of Adult Parole Operation, Division of Juvenile Justice and Division of Correctional Health Services Only

Range P: \$5,184.00 - \$5,314.00
Range Q: \$5,409.00 - \$5,579.00
Range R: \$5,650.00 - \$5,858.00

As of September 1, 2007
Salary for Board of Parole Hearings and the Third Day Visiting Program in Division of Adult Institutions

Range A: \$3,400.00 - \$4,130.00
Range B: \$3,557.00 - \$4,319.00
Range C: \$3,727.00 - \$4,527.00

It is anticipated that positions utilized by the Board of Parole Hearings and the Third Day Visiting Program will also receive a pay increase in the near future.

Range A and P. This range shall apply to incumbents who do not meet the criteria for payment at Range B.

Range B and Q. Either:

- Successful completion of 15 semester units of collegiate level job-related courses in a college or university of recognized standing. (Such courses shall correspond with those on a list of approved courses designated by the Department of Health and filed with the State Personnel Board. Credits received for courses required for licensing as a Psychiatric Technician shall not be accepted toward meeting this requirement.) **OR**
- Successful completion of an equivalent program of advanced employee training (beyond that required for licensing as a Psychiatric Technician) in the general field of psychiatric nursing and therapy, offered by the State Department of Health. (The advanced training plan shall be on file with the State Personnel Board.)

AND

Favorable recommendation by a departmental evaluation panel whose plan of evaluation shall have been filed with the State Personnel Board and whose evaluation shall have considered the employee’s personal and job qualifications for therapeutic work with patients.

Range C and R. Successful completion of 15 additional semester units of job-related courses at an accredited college or university. (Such courses shall correspond with those on a list of approved courses designated by each State Hospital or Developmental Center. Credits received for courses required for licensing as a Psychiatric Technician, or for qualifying for Range B, shall not be accepted toward meeting this requirement.)

AND
Favorable recommendation by the evaluation panel at each facility.

MINIMUM
QUALIFICATIONS

Education: Possession of a valid license to practice as a Psychiatric Technician issued by the California Board of Vocational Nurse and Psychiatric Technician Examiner (BVNPTE).

And

Experience: One year of experience performing the duties of a Psychiatric Technician (Safety) or Psychiatric Technician in a California State hospital or developmental center.

Special Personnel Characteristics: An interest and a willingness to work at developmental centers, State hospitals, and correctional facilities or psychiatric outpatient clinics in the Department of Corrections and Rehabilitation; understanding of the behavior of forensic clients', patients', or inmates/youthful offenders' emotional stability; patience; tolerance; tact; alertness; neat personal appearance; and hearing and vision required for successful job performance.

Special Physical Characteristics: Possession and maintenance of sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful and emergency situations encountered on the job without endangering the health and well being of the incumbent, fellow employees, forensic clients, patients, inmates/youthful offenders, or the public.

BENEFITS

- Deferred Compensation Plans (Savings pool, 401k and 457 plans)
- \$100 Monthly Bilingual Differential Pay
- 75% Reimbursement of Van Pool, \$65 maximum per month (\$100 primary driver)
- 75% Reimbursement of Public Transit Passes, \$65 maximum per month
- Flexible work hours (Management discretion)
- Pre-tax parking (Where applicable)
- Fourteen (14) paid holidays
- Generous paid vacation/sick leave or annual leave
- Jury duty/military/bereavement leave
- Health, Dental, and Vision Care Plans (Rural Health Care Equity Program for areas without HMOs)
- Pre-retirement death benefit
- Dependent Care Program
- Long Term Insurance (CalPERS)
- Home Loan Program (CalPERS)
- Legal Services
- Employee Assistance Program
- Work and Family Advisory Committee
- License or certificate renewal fee reimbursement (Actual Cost)
- Continuing Education (18 hours per fiscal year)
- Educational Reimbursement Program (\$840 successfully completes probationary period and appointed within 12 months of receipt of initial PT license)
- California Public Employees' Safety Retirement System (Exempt from paying into the Federal Social Security System)

EXAMINATION
PLAN

This examination will consist of Training and Experience Evaluation (supplemental application) weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% on the supplemental application. See section titled "How to Apply" for information on where to obtain a copy of the supplemental application and other needed materials.

Candidates who meet the "Minimum Qualifications" will have their supplemental application graded. If they pass the examination, they will be placed on an eligible list. **RETURN OF THE SUPPLEMENTAL APPLICATION IS MANDATORY.** Candidates who do not return the completed supplemental application will be eliminated from this examination.

Training and Experience Evaluation (Supplemental Application) -- Weighted 100.00%

Scope:

- A. Knowledge of:
 1. Custody procedures, and public and property protection policies
 2. Fundamentals of nursing care, general behavioral and psychiatric procedures, forensic client, patient, or inmate behavior and mental health principles and techniques involved in the care and treatment of individual or groups of developmentally or mentally disordered forensic clients, patients, or inmates
 3. Current first-aid methods
 4. Medical terminology
 5. Pharmacology
 6. Cardiopulmonary resuscitation
 7. Management Assaultive Behavior techniques
 8. Hospital Procedures
 9. Effective techniques of supervision
 10. A supervisor's role in equal employment opportunities
- B. Ability to:
 1. Learn and apply sound judgment for situations including the protection of persons and property
 2. Apply basic nursing knowledge, skills, and attitudes
 3. Establish effective therapeutic relationships with developmentally or mentally disordered forensic clients, patients, or inmates
 4. Recognize symptoms requiring medical or psychiatric attention
 5. Think and act quickly in emergencies
 6. Work with a treatment team to provide occupational, recreational, vocational, and educational therapy programs for forensic clients, patients, or inmates
 7. Follow directions
 8. Keep appropriate records
 9. Develop clear and concise reports of incidents
 10. Analyze situations accurately and take effective action
 11. Supervise the work and development of a group of nursing staff

ELIGIBLE LIST
INFORMATION

The resulting eligible list will be established to fill vacancies for the Department of Corrections and Rehabilitation. Names of successful candidates are merged into the list in order of final scores, regardless of date. Eligibility expires **12** months after establishment, unless the needs of the service and conditions of the list warrant a change in this period.

POSITION
DESCRIPTION AND
LOCATION(S)

As shift supervisor, the **Senior Psychiatric Technician (Safety)** supervises, trains, and evaluates a group of Psychiatric Technicians (Safety) engaged in custody activities and basic behavioral and nursing care and other assigned staff. Incumbents may also be assigned to especially difficult or complex duties where the only supervision exercised is over forensic clients, patients, or inmates/youthful offenders, such as directing or monitoring forensic client, patient, or inmate activities in a therapy program and do other related work.

Positions exist throughout the state within the California Department of Corrections and Rehabilitation.

VETERANS POINTS/
CAREER CREDITS

Veteran's Preference Points will not be granted in this examination since it does not qualify as an entrance examination under the law. Career credits will not be granted in this examination.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Corrections and Rehabilitations' Office of Selection Services at (916) 322-2545 four weeks after filing his/her application if he/she has not received a progress notice.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS